Necessary Required Gear for Placements

#Introduction

Here, we will look at four important gears these are :

1) Resume and CV

2) Cover letter

3) Portfolio

4) Social media presence

The first thing that we must understand that a resume and a CV are not same thing, both are different.

1] Resume and CV

i) Resume:

A resume is a document that contain details about:

- Your Educational background
- Your work experience
- The project you have worked on
- The skills you have
- Details of your training and workshops
- Awards and achievements
- Additional details like:

    - your hobbies

    -The language you are proficient in

A resume is a short and concise. It is about 1-2 pages long and does not contain long detail.

description about any of the section mentioned.

ideal length of resume in one page only.

functions/ purpose of resume

A resume is used for applying jobs and internship.

so it is focused on your professional experience and achievements.

it is customized to the job you are applying for.

eg. To apply marketing job, use should not include coding career in resume.

2)CV or Curriculum vitae:

A CV means "The course of life".

it is the document containing a written overview of someone's life's work.

it is focused on:

- academic experiences and complain a description of your academic performance,

Publication and research work ,etc.

it also contain details about your professional experience .

unlike our resume it is not short. It can range from 2-8 pages long, depending on the depth

and experience of your work.

function/ purpose of CV:

A CV mainly used for academic purposes, such as when applying for research program ,a PHD

or when applying for teaching position at University.

It is focused on your academic experience and achievement

A CV is not customized like a resume.

it is universal document and must be updated regularly

3)Portfolio:

A portfolio is a collection of your best work samples. Portfolio can be made on various

platforms ,depending on your area of work.

e.g:-

- Behance: For designer
- Github: For development and coders
- Word doc: Writers

The objective of portfolio is to present your best work samples to the recruiter ,so that she/he can access your practical skills.

Various format can be used to showcase your work such as websites , video , PPT ,etc.

Portfolio are more common for creative profiles such as artists ,video developer ,cake decorator ,interior designer , etc. But the trend in changing these days and peoples from tech profiles are also creating their portfolio on Github to share the code to their apps or websites.

4)Social Media Presence:

In today's world most of us has a Smartphones in our hand and it seems like our life will stop if these smartphones are taken away from us.

One of the biggest reason for us being constantly addicted to our phones is social media platform.

So, If social media is so crucial to our life, then it is also the weapon for the recruiters to recruit candidate.

Some of the Common Social media platform that recuruiters used to check on their new recruits are :

- -LinkedIn
- -Youtube
- -Instagram
- -Blog Writing platforms

i) LinkedIn :

LinkedIn is a social media platform for professionals.

Just like we use Facebook to connect with our friends and family ,professionals uses LinkedIn to connect with other professionals and peoples.

Most Recruiters ,while going through your resume and Cover letter go into your LinkedIn profile as well get better information about you.

It helps them Validate your work experience and education and also it help them to see how active/Inactive you are on this platform.
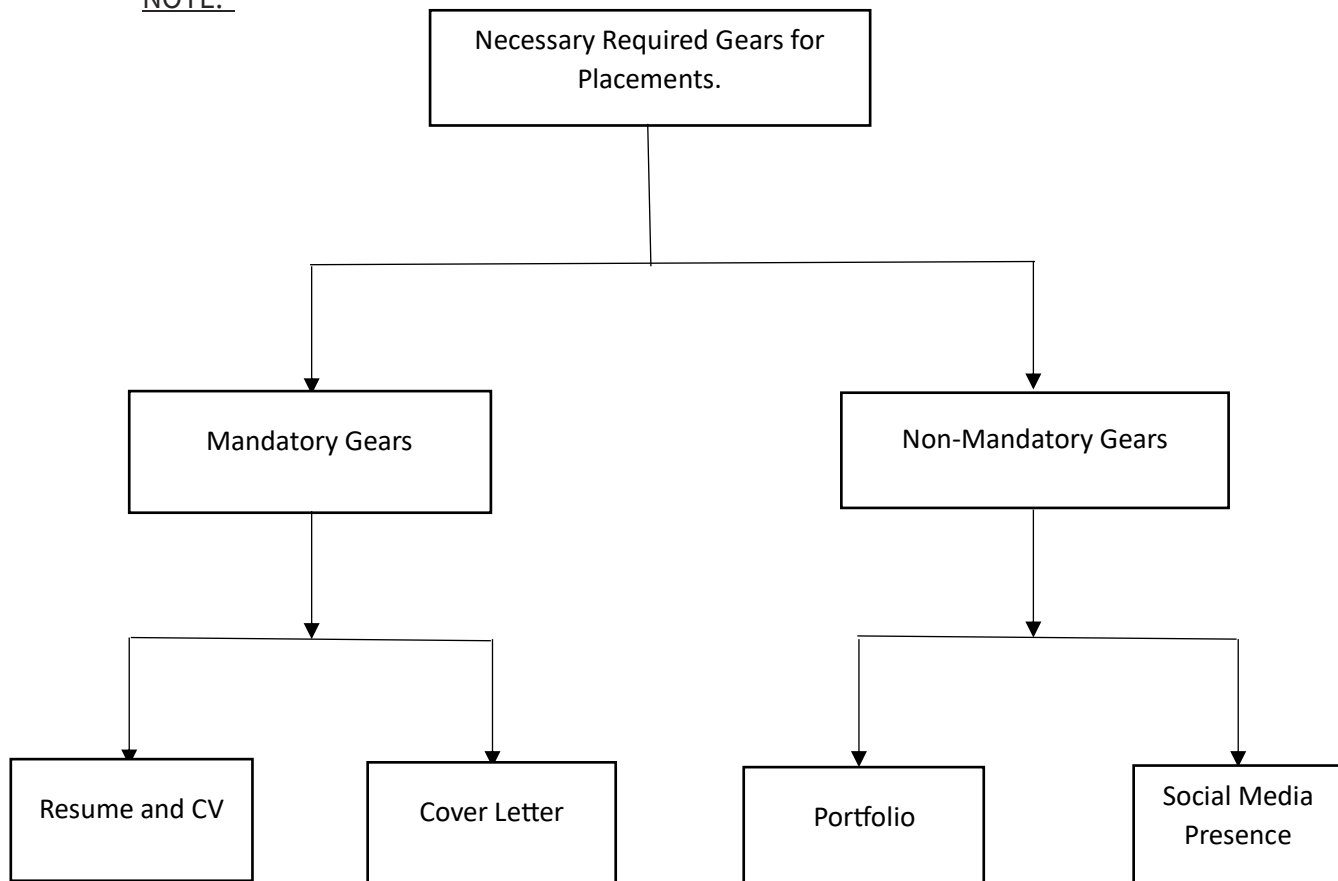
ii) YouTube and Instagram profile:

Many people has their own channel on YouTube and pages on Instagram to showcase there skills. If you have any such pages or channel share the link to them with your recruiter in the resume. Recruiters will check out those quantity as analysis of your work and skills.

iii)Blogs:

This block can be on word based or medium articles ,etc.

If you have any work sample of your writing share the link on your resume.

NOTE:

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Identify the most important Skills

Working in a company is very different from studying in a college

study focuses lot on importance on theoretical knowledge and good grades while job place a lot of importance on skills and practical knowledge.

Let us understand what skills is an employer Looks for while hiring the employee.

There are three types of skills most commonly tested by employers:

1) Aptitude

2) subject specific knowledge/ skills

3) soft skills

1) Aptitude:

Aptitude is the natural ability to do things.

Some people have an aptitude of winning well some have an aptitude of teaching, etc.

Different job role require you to have an aptitude for different things.

Aptitude Test are conducted to check for person's aptitude

Aptitude tests test you on your perception, reasoning, memory, problem solving ability,etc so prepare well for it.

2) subject specific knowledge/ skills:

As the name suggest there are the skills that are specific to the subject or area in which you are applying for a role.

for ex. The person applying for the role of android app developer, must have knowledge of developing Android apps. She should have the practical skill for the same and should be able to code on Android app.

Subject specific skills are conducted to test for these skills and they are specific for each profile.

3) soft skills:

Soft skills are personal habits and Traits that shape how you work on your own and with other.

ex. effective communication, time management, problem solving, critical thinking, decision making, stress management, etc.

It is difficult to conduct assessment for soft skills ,so employers test you on these skills during GD round and personal interviews.

Sometimes, the company may conduct a written test to check for your command over the English language.